

U.S. Department of Justice
Office on Violence Against Women

OVW



Transitional Housing Assistance
Grants Program

Fiscal Year 2005 Solicitation

LETTER OF INTENT DEADLINE:
January 20, 2005

GMS REGISTRATION DEADLINE:
February 10, 2005

APPLICATION DEADLINE:
February 17, 2005

**U.S Department of Justice
Office on Violence Against Women**
810 7th Street, NW
Washington, DC 20531

John Ashcroft
Attorney General
U.S. Department of Justice

Diane Stuart
Director
Office on Violence Against Women

Department of Justice Response Center
1-800-421-6770

TTY
202-307-2277

Office on Violence Against Women
www.ojp.usdoj.gov/vawo

Transitional Housing Assistance Grants Program
www.ojp.usdoj.gov/fundopps.htm

About the Office on Violence Against Women

The Office on Violence Against Women (OVW) is a component of the U.S. Department of Justice. Created in 1995, OVW implements the Violence Against Women Act (VAWA) and subsequent legislation and provides national leadership against domestic violence, sexual assault, and stalking. Since its inception, the Office has launched a multifaceted approach to responding to these crimes. By forging state, local and tribal partnerships among police, prosecutors, the judiciary, victim advocates, health care providers, faith leaders, and others, OVW grants help provide victims with the protection and services they need to pursue safe and healthy lives and enable communities to hold offenders accountable.

About the Transitional Housing Assistance Grants Program

Far too many women who are victims of domestic violence face a choice between homelessness and life with an abusive partner.¹ These choices emerge as they face decisions about whether to stay or leave an abusive partner, as they face leaving an emergency shelter program and have no where to go, as they search for affordable housing for themselves and their children. Domestic violence advocates report that sometimes battered women return to an abusive partner when a viable option for permanent housing cannot be found.² Safety planning for battered women and their children must address their basic survival needs, which include economic self-sufficiency and safe, affordable and non-temporary housing.

It is critical that successful transitional housing programs provide a wide range of flexible and optional services that reflect the differences and individual needs of battered women and their children and that allows victims to choose the course of action that is best for them. Transitional housing programs may offer counseling, support groups, safety planning, and advocacy services as well as various forms of practical services that may include licensed child care, employment services and training, transportation vouchers, telephones with local service and 911 service, and referrals to other agencies. Trained staff and case managers may also be available to work with clients to help them determine and reach their goals.

The Prosecutorial Remedies and Other Tools to end the Exploitation of Children Today Act of 2003 (The PROTECT Act) authorized a new program for transitional housing assistance grants for victims of domestic violence and their children. Specifically, 42 U.S.C. §13975 states that:

¹ Fifty-six percent of the cities surveyed in 2000 by the U.S. Conference of Mayors cited domestic violence as a primary cause of homelessness. U.S. Conference of Mayors (December 2000). A Status Report on Hunger and Homelessness in America's Cities: A 25-City Survey.

² Correia, A. (March 1999). Housing and battered women: A case study of domestic violence programs in Iowa. Harrisburg, PA: National Resource Center on Domestic Violence.

The Attorney General, acting in consultation with the Director of the [Office on Violence Against Women] of the Department of Justice, shall award grants under this section to States, units of local government, Indian tribes, and other organizations... to carry out programs to provide assistance to minors, adults, and their dependents – (1) who are homeless, or in need of transitional housing or other housing assistance, as a result of fleeing a situation of domestic violence; and (2) for whom emergency shelter services or other crisis intervention services are unavailable or insufficient.

Availability of Funds

OVW has FY2004 funding available to make awards under the Transitional Housing Grants Assistance Program.

Award Period

The award period for these grants will be 36 months. The first six months will be deemed as a planning phase in which 10 percent of the total grant award may be used for project planning activities. **Budgets must reflect 36 months of project activity.**

Award Amounts

Applicants should carefully consider the resources needed to successfully implement the project proposed and present a realistic budget that accurately reflects project costs.

OVW encourages applicants to submit budgets no more than \$175,000. Applications that exceed the recommended amount should provide justification. Please note that even with justification, it is unlikely that OVW will support applications in excess of \$350,000. For the first two years only, personnel positions may be funded at 100%. Personnel positions may be funded at 50% for the third year. Application budgets should include personnel positions that are vital to the success of the program (e.g. advocates or case managers). In addition, OVW may negotiate the scope of work with applicants and adjust budgets accordingly prior to granting an award.

Letter of Intent

All applicants who intend to apply for FY 2005 funding under this program are strongly encouraged to **submit a non-binding letter of intent**, (please see Appendix A), to OVW by **January 20, 2005**. You may fax the letter to OVW at 202-305-2589. OVW will use these letters to forecast the number of review panels needed to review eligible applications.

Application Due Date

Please note that final applications are due **by 5:30 pm (EST) on February 17, 2005, and will be accepted only through the U.S. Department of Justice's Office of Justice Programs (OJP) Online Grant Management System (GMS)**. Applicants should register online with GMS **by February 10, 2005**. It may take up to one week for

you to receive confirmation that you are eligible to apply. In addition, an original hard copy of the application must be sent to Aspen Systems Corporation via overnight delivery not later than **February 17, 2005**. We strongly recommend that you use a traceable shipping method which will allow you to confirm the delivery of your application. Applications received after the deadline will not be accepted for review.

Please refer to the “How to Apply” section on page 16 of this solicitation for further instructions.

Program Eligibility

Under the PROTECT Act, the Attorney General is authorized to award grants to **States, units of local government, Indian tribes and other organizations**.

States

For the purpose of this program, a *state* is defined to include any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and the Virgin Islands, American Samoa, Guam, and the Northern Mariana Islands.

Units of Local Government

For the purposes of this program, a *unit of local government* is any city, county, township, town, borough, parish, village, or other general-purpose political subdivision of a state.

Indian Tribes

For the purposes of this program, *Indian tribe* is defined as any tribe, band, nation, or other organized community, including an Alaska Native village or regional or village corporation (as defined in or established under the Alaska Native Claims Settlement Act, 43 U.S.C. 1601 et seq.), which is recognized as eligible for the special programs and services provided by the United States to Indians because of the status as Indians (25 U.S.C. 450b(e)). Any applicant representing a consortium of tribal governments and/or organizations must submit a resolution from the constituent tribal governments and/or organizations supporting the application.

Other

For the purpose of this program, other “organizations” include nongovernmental private entities, including faith-based and community-based organizations.

Program Scope

Programs should include holistic, victim-centered transitional housing services that move individuals to permanent housing. Grants made under this program shall support programs which provide assistance to individuals who are in need of transitional housing or housing assistance as a result of fleeing a situation of domestic violence, and for whom emergency shelter services or other crisis intervention services are unavailable or insufficient. The grants may be used for programs that provide short-term housing assistance, including rental or utilities payments assistance and

assistance with related expenses, and support services designed to enable individuals, who are fleeing a situation of domestic violence to locate and secure permanent housing, as well as integrate into a community. OVW is interested in programs that provide a broad range of individualized services such as transportation, counseling, child care services, case management, employment counseling, and other assistance.

Areas of Special Interest to OVW

In Fiscal Year 2005, OVW is particularly interested in projects that:

- Create innovative partnerships between domestic violence victim service providers and faith and/or community-based organizations that improve the overall value and effectiveness of transitional housing by bringing together organizations with expertise in the dynamics of domestic violence and organizations able to provide a broad spectrum of support services, such as mentoring, job training, childcare, and literacy education.
- Develop innovative programs to provide services to older individuals (defined as age 60 or older) by addressing the unique barriers to receiving assistance.
- Address the complex needs of individuals with disabilities by providing transitional housing assistance that will enhance the accessibility of services, resources, communication, and outreach to individuals with disabilities.
- Provide transitional housing in rural jurisdictions while addressing the lack of available resources in rural jurisdictions, social and cultural challenges, and geographic isolation.
- Develop innovative approaches to improve transitional housing program accessibility and culturally sensitive services to immigrants while addressing barriers that immigrants experience such as the lack of knowledge about resources, language barriers, and issues surrounding immigration.

Activities that May Compromise Victim Safety

Ensuring victim safety is the guiding principle underlying this Program. Experience has shown that certain practices compromise victim safety rather than enhance it. Certain responses by the authorities may have the effect of minimizing or trivializing the offender's criminal behavior. Accordingly, consistent with the goals of ensuring victim safety and holding perpetrators accountable for their criminal conduct, applicants are prohibited from proposing projects that include any activities that may compromise victim safety such as the following:

- Failing to conduct safety planning with clients.
- Promoting procedures and policies that fail to protect the confidentiality of victims.

- Promoting facility procedures and policies that fail to account for physical safety issues.
- Sponsoring alternative dispute resolution or joint counseling as a response to domestic violence.
- Promoting procedures that would require victims to seek legal sanctions against their abusers (e.g., seek a protection order, or file formal complaint).

Review Process

All applications will be subject to internal review by OVW staff and will be scored according to the criteria set forth in this solicitation. **If an application fails to meet the criteria listed below for the internal review, the application will not receive further consideration. If applications that are partially beyond the scope of the program are sent to review, only those sections of the application that are within scope will be reviewed.** Criteria for the initial internal review follow:

- Whether the application is complete (applicants will not be contacted for missing or incomplete application components);
- Whether the proposed activities are within the scope of the program;
- Whether all statutory eligibility criteria are met;
- Whether the application proposes significant activities that may compromise victim safety;
- Whether the proposed budget is within the established limits, and if not, is there sufficient justification for exceeding the budget cap.

Following the initial review, a second internal review will consider the geographic distribution of the applications for a national and statewide perspective, the ratio of population to services, the existence of underserved communities, and the type of projects funded within an applicant's state or community. The total points possible for an application are 100 (65 points for Narrative, 15 points for Budget, and 20 points for the Memorandum of Understanding (MOU) or Memorandum of Exemption (MOE) as applicable). Applications with the highest composite scores will be eligible to receive funds available for this grant program.

Application Content

Applicants must complete each of the following sections as part of their proposals.

Applicants will not be contacted for missing sections or incomplete information.

OVW may remove an application from consideration prior to review if the application is incomplete.

For each section listed below, please note the corresponding maximum point value that may be assigned during the review process.

The proposal should follow the order below for easy reading. Please be sure to number each page of the application. Reviewers will not receive or review materials submitted beyond those required by this solicitation.

Applicants must use the following page format requirements:

- ☐ Double spaced
- ☐ 8 ½ x 11 inch paper
- ☐ One inch margins
- ☐ Type no smaller than 12 point, Times New Roman font
- ☐ No more than one page each for Summary Data Sheet and Abstract
- ☐ No more than 20 pages for the Project Narrative

Reviewers will not review applications exceeding the page limits, or their equivalent.

DUNS Number

A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. **The DUNS number will be entered into GMS by the applicant. An application will not be considered complete until a valid DUNS number is provided by the applicant.** Individual persons who receive a grant or cooperative agreement from the Federal government are exempt from this requirement.

Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS Number request line at 1-800-333-0505.

If you have any questions about the DUNS number requirement, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

Application for Federal Assistance (SF-424)

The SF-424 will be filled out online through GMS. The Catalog of Federal Domestic Assistance number for this program is **16.736** (block 10). The cognizant Federal audit agency and fiscal year of the applicant organization should be listed in block 11 of the form.

Applicants must ensure that the information for the authorizing official and alternate contact is filled out correctly. The authorizing official is the individual authorized to accept grant funds on behalf of the jurisdiction or non-governmental private entity applying. If the individual applying online is not the authorizing official, that individual must list the authorizing official's name and contact information where appropriate.

Summary Data Sheet

Please identify the following:

The agency and type of agency (i.e. local government, state government, tribal government) applying for funding;

All organizations collaborating on the project, including faith-and/or community-based nonprofit organization;

Whether this project is a local, tribal, or multi-jurisdiction project;

The communities or regional area(s) where this project will be implemented;

A list of other Federal grant funding that will complement the project.

Abstract/Proposal Summary:

The proposal abstract, when read separately from the rest of the application, is meant to serve as a succinct and accurate description of the proposed project and should concisely describe current project goals and objectives. Summaries of past accomplishments should be avoided in the abstract.

Abstracts will be reviewed according to the following criteria:

Conciseness; and

Accuracy in summarizing the proposed project.

Project Narrative:

The narrative should include the following (totaling 65 points):

Need for the Project: 10 points

The applicant should briefly describe the scope of the project, including the estimated number of individuals who will receive services and any distinguishing characteristics (e.g., victims with disabilities, immigrant populations, or older individuals that are victims of domestic violence). The applicant should clearly state why existing programs and services do not meet the transitional housing needs of victims of domestic violence.

What Will be Done: 40 points

This section should detail project goals and objectives, describing specific tasks and activities necessary for accomplishing each, and including a timeline for all project activities including the planning phase.

The narrative should describe the applicant's method for determining client eligibility (e.g., screening tools), services offered, facility rules and regulations, facility safety planning, and a fee schedule (if applicable).

Who Will Implement the Project: 10

Applicants must identify the States, units of local government, Indian tribal governments, and other organizations responsible for implementing the proposed project. This section should identify **all** project partners (as reflected in the Memorandum of Understanding (MOU) specifying their respective roles and responsibilities, and the collaborative relationship to be developed or enhanced. The

narrative should include program activities during the planning stage of the project (e.g., advisory groups, planning committees, or joint staffing of the project), and a description of the ways the partnership would function throughout the implementation of the project. A description of the expertise or experience of key staff should also be included.

In addition, all applicants are required to collaborate with a faith- and/or community-based nonprofit, nongovernmental organization serving victims of domestic violence and/or sexual assault in the **development** and **implementation** of the project.

Sustainability Plan: 5 points

Because this is a competitive, discretionary program, there is no guarantee of continuation funding. Applicants are required to include a plan describing their commitment and capacity to continue the project if Federal funding through the Transitional Housing Program were no longer available.

The plan will be evaluated on whether it proposes feasible strategies to preserve project activities long-term. **Continuation or supplemental funding is not guaranteed and applicants are encouraged to seek additional means of support to sustain their current projects.**

Budget Detail Worksheet and Narrative: 15 Points

Each application must include a detailed budget and budget narrative for the project. The budget must be complete, reasonable, and cost-effective in relation to the proposed project. The budget should provide the basis for the computation of all project-related costs. It should cover the cost of all components of the project. There must be a clear link between the proposed activities and the proposed budget items. The budget should include only those activities, products, and resources that are necessary for project implementation and discussed in the project narrative.

In developing the budget, applicants should fairly compensate all project partners for their participation in any project-related activities, including but not limited to compensation for time and travel expenses to attend or provide project development, training, and implementation. The budget **must** include compensation for all services rendered by project partners, including nonprofit, nongovernmental domestic violence and/or sexual assault victim services programs and state and tribal domestic violence and/or sexual assault coalitions.

Budget Caps

OVW encourages applicants to submit budgets no more than \$175,000. Applications that exceed the recommended amount should provide justification. Please note that even with justification, it is unlikely that OVW will support applications in excess of \$350,000. For the first two years only, personnel positions may be funded at 100%. Personnel positions may be funded at 50% for the third year. Application budgets should include personnel positions that are vital to the success of the program (e.g. advocates, case managers, and advocates for victims and their children). In addition,

OVW may negotiate the scope of work with applicants and adjust budgets accordingly prior to granting an award.

Budget requirements

The following is a short list of budget guidelines:

- Consultant rates in excess of \$450 a day require prior approval from the Director of OVW.
- A contribution of non-Federal dollars (“match”) is not required for this program, but applicants are encouraged to maximize the impact of federal dollars by contributing to the costs of their projects. Supplemental contributions may be cash, in-kind services, or a combination of both. Any non-federal contributions can be discussed in the project narrative; however, these supplemental contributions should **not** be included in the budget or budget narrative.
- Applicants are **not** required to allocate funds to support travel costs associated with technical assistance and capacity-building activities sponsored by OVW-designated technical assistance providers. **All training will be coordinated by OVW’s comprehensive technical assistance provider for the Transitional Housing Assistance Grants Program. Applicants will be required to attend at least 3 OVW sponsored training events. Applicants should include travel and training in their budget for non-OVW related events only.**

A Sample Budget Detail Worksheet is included in Appendix B of this solicitation. The budget and budget narrative should be submitted online as one attachment under “Budget Narrative.” When preparing these items, please use the Budget Detail Worksheet as a guide and be sure to include all necessary budget categories. The budget should clearly describe the proposed amounts and uses of grant funds for the duration of the grant period and how the amounts of the specific budget items were determined.

Memorandum of Understanding (MOU): 20 points

All applications which are not from domestic violence or sexual assault victims services agencies must include an MOU as a separate attachment to the application.

Each application must include, as an attachment, a current, (i.e., signed and dated during the development of the proposal), single MOU created and signed by the chief executive officers and/or directors of:

- All relevant State, units of local government or tribal government officials participating in project development or implementation;
- Nonprofit, nongovernmental domestic violence victim services organizations or community groups that represent the views and concerns of domestic violence victims; and
- Any other community agencies or organizations that will collaborate to implement the project.

The MOU must do the following:

- Identify the partners and provide a brief history of the collaborative relationship among those partners, including when and under what circumstances the relationship began and when each partner entered into the relationship;
- Specify the extent of each partner's participation in developing the application;
- Clearly state the roles and responsibilities each organization or agency would assume to ensure the success of the proposed project;
- Identify the representatives of the planning and development team who will be responsible for developing and implementing project activities and describe how they will work together and with project staff;
- Demonstrate a commitment on the part of all project partners to work together to achieve stated project goals;
- Indicate approval of the proposed project budget by all signing partners; and
- Describe the resources each partner would contribute to the project, either through time, in-kind contributions, or grant funds (e.g., office space, project staff, training).

Letters of support may not be submitted in lieu of the MOU.

Memorandum of Exemption: 20 Points

Applications from agencies that provide services to domestic violence or sexual assault victims may submit a Memorandum in Support of Request for Exemption (MOE) in lieu of the MOU as a separate attachment to the application. (See Sample MOE at Appendix D). The MOE should reflect the following:

- One of the primary purposes of the victim services program is providing services to victims of domestic violence.
- The length of time the victim services organization has operated, and the organization's accomplishments in the community.

Letters of support may not be submitted in lieu of the MOE.

After you have completed the SF-424 and attached the project narrative and budget worksheets in GMS and received confirmation and an application number, please fax the MOU or MOE to (202) 354-4147. Be sure to reference your application number and the title of the program to which you are applying on the faxed documents.

Standard Assurances and Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (Form 4061/6)

Review the assurances and certification forms. Agreement to these assurances and certifications will be assumed upon receipt of an application received through GMS.

NOTE: If the authorizing official is not the individual submitting the application via GMS, be sure the correct authorizing official information has been entered.

Anti-Lobbying Act

In 2002, the Anti-Lobbying Act, 18 U.S.C. § 1913, was amended to expand significantly the restriction on use of appropriated funding for lobbying. This expansion also makes the anti-lobbying restrictions enforceable via large civil penalties, with civil fines between \$10,000 and \$100,000 per each individual occurrence of lobbying activity. These restrictions are in addition to the anti-lobbying and lobbying disclosure restrictions imposed by 31 U.S.C. § 1352. The Office of Management and Budget (OMB) is currently in the process of amending the OMB cost circulars and the common rule (codified at 28 C.F.R. part 69 for DOJ grantees) to reflect these modifications. However, in the interest of full disclosure, all applicants must understand that no federally-appropriated funding made available under this grant program may be used, either directly or indirectly, to support the enactment, repeal, modification or adoption of any law, regulation, or policy, at any level of government, without the express approval of OVW. Any violation of this prohibition is subject to a minimum \$10,000 fine for each occurrence. This prohibition applies to all activity, even if currently allowed within the parameters of the existing OMB circulars.

Certification of Nonsupplanting

Applicants must submit a letter to OVW's Director, Diane M. Stuart, certifying that Federal funds will not be used to supplant State or local funds should a grant award be made. This letter must be faxed to (202) 305-2589 or electronically scanned and submitted as an attachment to the application via GMS. Please refer to Appendix C for a sample letter.

Indirect Cost Rate Agreement

If your organization is requesting indirect costs for this project, please include a copy of your current, signed indirect cost rate agreement.

Additional Program Requirements

Technical Assistance

Grant recipients are required to work collaboratively with staff from OVW and the designated technical assistance providers. Grant recipients will be asked to identify grant-supported personnel and project partner representatives to participate in technical assistance events. **All training will be coordinated by OVW's comprehensive technical assistance provider for the Transitional Housing Assistance Grants Program. Applicants will be required to attend at least 3 OVW sponsored training events over the 36 month grant period. Applicants should include travel and training in their budget for non-OVW related events only.**

Performance Measurement

There are three statutory requirements that require OVW grantees under the Transitional Housing Assistance Grants Program to collect and maintain data that measures the effectiveness of the funded projects. First, the Government Performance and Results Act of 1993 (GPRA) requires agencies to report on the results of government programs and activities. Second, the Violence Against Women Act of 2000 mandates that all OVW grant recipients report on the effectiveness of their programs. Third, the PROTECT Act requires that any recipient of a grant must annually prepare and submit a report to the Attorney General describing the number of minors, adults, and dependents assisted under the grant; the type of housing assistance and support services provided under the grant; the amount of housing assistance provided to each minor, adult or dependent assisted under the grant and the reason for that assistance; the number of months each minor, adult, or dependent received assistance under the grant; the number of minors, adults and dependents who were eligible to receive assistance and were not provided with assistance under this section solely due to a lack of available housing; and the type of support services provided to each minor, adult, or dependent assisted through the grant. To address these statutory requirements, OVW is in the process of developing a Transitional Housing Assistance Grants Program Semi-annual Progress Report that requests specific data on grantee activities.

Reporting Requirements

Grantees will be required to submit quarterly Financial Status Reports and semi-annual Progress Reports. In addition, grant recipients who expend \$500,000 or more in Federal funds during their fiscal year are required to submit a single organization-wide audit. Additional information on these reporting requirements will be provided to successful applicants in the award package.

Financial Capability Questionnaire

All nonprofit, nongovernmental organizations that apply for funding with OVW that have not previously (or within the last 3 years) received funding from OVW or OJP must complete a Financial Capability Questionnaire. The form can be found at <http://www.ojp.usdoj.gov/oc>. Please fax this form to (202) 354-4147 and include the application number and the title of the OVW program to which you are applying on each page of the form.

OJP Financial Guide

All grantees are required to comply with the regulations and requirements outlined in the OJP Financial Guide. The Financial Guide includes information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. Copies are available from the Department of Justice Response Center (1-800-421-6770) and also through the OJP web page: <http://www.ojp.usdoj.gov/FinGuide>.

Suspension or Termination of Funding

OVW may suspend funding in whole or in part, terminate funding, or impose another sanction on a recipient who has failed to comply substantially with the following:

- The requirements of VAWA and statutory objectives of the Transitional Housing Assistance Grants Program ;
- Timely submission of quarterly Financial Status Reports;
- Timely submission of semi-annual Progress Reports;
- The regulations and/or guidelines issued for the Transitional Housing Assistance Grants Program and any other regulations applicable to OVW grantees; or

OVW will provide reasonable notice of its intent to impose sanctions and will attempt informally to resolve the problem. Hearing and appeal procedures will follow those in the Department of Justice regulations at 28 CFR Part 18. References to the Office of Justice Programs and its components are deemed to refer to the Office on Violence Against Women. The responsible agency official, as defined by 28 CFR § 18.3(h), is the Director, Office on Violence Against Women.

Single Point of Contact Review

Executive Order 12372 requires applicants from State and local units of government or other organizations providing services within a State to submit a copy of the application to the State Single Point of Contact (SPOC) if one exists, and if this program has been selected for review by the State. Applicants must contact the State SPOC to determine if the program has been selected for State review. The date that the application was sent to the SPOC or the reason such submission is not required should be indicated on the Form SF-424. The list of SPOCs can be found at: <http://www.whitehouse.gov/omb/grants/spoc.html>.

Faith-Based Organizations

Consistent with President Bush's Executive Order 13279, December 12, 2002, and 28 CFR Part 38 & Sec. 90.3, it is OVW policy that faith-based and community organizations, that statutorily qualify as eligible applicants under OVW programs, are invited and encouraged to apply for assistance awards. Faith-based and community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with non faith-based and community organization grantees in the administration of such awards. No eligible applicant or grantee will be discriminated against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Civil Rights Compliance

All recipients of Federal grant funds are required to comply with nondiscrimination requirements contained in various Federal laws. In the event that a court or administrative agency makes a finding of discrimination on grounds of race, color, religion, national origin, gender, disability, or age against a recipient of funds after a due process hearing, the recipient must agree to forward a copy of the finding to the Office for Civil Rights of OJP. All applicants should consult the Assurances required with the application funds to understand the applicable legal and administrative requirements.

Services to Limited-English-Proficient (LEP) Persons:

National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including interpretation and translation services, where necessary. Grantees are encouraged to consider the need for language services for LEP persons served or encountered both in developing their proposals and budgets and in conducting their programs and activities. Reasonable costs associated with providing meaningful access for LEP individuals are considered allowable program costs.

The U.S. Department of Justice has issued guidance for grantees to assist them in complying with Title VI requirements. The guidance document can be accessed on the Internet at www.lep.gov or by contacting the Office of Justice Program's Office for Civil Rights at (202) 307-0690, or by writing to the following address:

Office for Civil Rights
Office of Justice Programs
U.S. Department of Justice
810 7th Street, N.W., 8th Floor
Washington, DC 20531

How To Apply

Applicants must submit a fully executed application to OVW through the **Grant Management System (GMS)**, including all required supporting documentation. **Faxed applications will not be accepted. However, certain supporting documentation may be submitted to via fax as described below.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), PDF files, (.pdf), or Text Documents (.txt). (Please refer to Appendix E, the Step-by-Step Guide to OJP's Grants Management System.)

The following documents must be submitted via GMS:

- the SF-424;
- Certifications and Assurances;
- the project abstract and project narrative; and
- the budget, budget summary, and budget narrative.

Supporting documentation can be submitted either via fax to (202) 354-4147, or electronically through GMS, and can include:

- Certification of nonsupplanting
- An MOU or MOE
- A current Indirect Cost Rate Agreement (if applicable)

Note: The Catalog of Federal Domestic Assistance number for the Transitional Housing Assistance Grants Program is 16.736.

The application number must be included on the every page of all faxes. Detailed instructions on how to use the GMS system to submit your application online are available at OVW's web page, www.ojp.usdoj.gov/vawo. Also, a toll-free telephone number has been established for you to receive technical assistance as you work through the online application process, 1-888-549-9901.

Additionally, to help expedite the application review process, **applicants must send via overnight delivery a hard-copy original of the complete application, postmarked by February 17, 2005. We strongly recommend that you use a trackable shipping method which will allow you to confirm the delivery of your application. Applications received after the deadline will not be accepted for review. A hard copy original must be forwarded to:**

Transitional Housing Assistance Grants Program
Aspen Systems Corporation
Mail Stop 2K
2277 Research Boulevard
Rockville, MD 20850

Application Due Date

Applications must be electronically received by the close of business (5:30 p.m. EST) on **February 17, 2005**. The application attachments (e.g., MOU, Letter of Non-Supplanting, etc.) that may be faxed to (202) 307-3911 or submitted through GMS as attachments must also be received by 5:30 p.m. EST on **February 17, 2005**. The hard copy original must be sent to OVW via overnight delivery postmarked not later than **February 17, 2005**. Applicants should retain proof of timely submission.

We recommend that you register through GMS at least two weeks before the application due date, or no later than **February 10, 2005**. All applicants must receive confirmation of eligibility that they are eligible to submit an application through GMS prior to completing the application submission process. **Please include your GMS application number on each page of all faxed documents.**

For additional information, please contact the Office on Violence Against Women at (202) 307-6026.

Appendix A

Letter of Intent

Office on Violence Against Women
U.S. Department of Justice
810 7th Street, NW
Washington, DC 20531

To Whom It May Concern:

I intend to apply for funds under the FY 2005 Transitional Housing Assistance Grants Program.

Name:

Date:

Position:

Organization:

Address:

City/State/Zip:

Phone:

FAX:

E-mail:

Please FAX to:
Office on Violence Against Women
ATTN: The Transitional Housing Assistance Program
202/305-2589

Please submit by January 20, 2005

Appendix B

SAMPLE

OMB Approval No. 1121-0188

Expires 5-98 (Rev. 12/97)

Budget Detail Worksheet

Purpose: The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

(Example assumes a 36 month budget period.)

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Year 1		
Project Director (planning phase)	$(\$50,000 \times 10\% \times 1\text{st six months})$	\$ 2,500
1 advocate	$(\$20,000 \times 100\% \times 12\text{ months})$	\$20,000
1 case manager (new hire)	$(\$25,000 \times 100\% \times 6\text{ months})$	\$12,500
Year 2		
1 Advocate	$(\$20,000 \times 100\% \times 12\text{ months})$	\$20,000
1 Case Manager	$(\$25,000 \times 100\% \times 12\text{ months})$	\$25,000
Year 3		
1 Advocate	$(\$20,000 \times 50\% \times 12\text{ months})$	\$10,000
1 Case Manager	$(\$25,000 \times 50\% \times 12\text{ months})$	\$12,500

The project director will direct planning activities during the first 6 months of the award. The advocate and case manager will be assigned exclusively to the transitional housing facility.

TOTAL **\$102,500**

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

<u>Name/Position</u>	<u>Computation</u>	<u>Cost</u>
Project Director, 1 Advocate & 1 Case Manager.		
Employer's FICA	\$102,500 x 7.65%	\$ 7,841
Retirement	\$102,500 x 6%	\$ 6,150
Health Insurance	\$102,500 x 12%	\$ 12,300
Workman's Compensation	\$102,500 x 1%	\$ 1,025
Unemployment Compensation	\$102,500 x 1%	\$ 1,025
	TOTAL	<u>\$ 28,341</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3- day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved, Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

<u>Purpose of Travel</u>	<u>Location</u>	<u>Item</u>	<u>Computation</u>	<u>Cost</u>
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All training will be coordinated by OVW's comprehensive technical assistance provider for the Transitional Housing Assistance Grants Program. Applicants will be required to attend at least 3 OVW sponsored training events over the 36 month grant period. Applicants should include travel and training in their budget for non-OVW related events only.

TOTAL \$0

D. Equipment -List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

<u>Item</u>	<u>Computation</u>	<u>Cost</u>
2 Desk Top Computers	(\$2,000 x 2)	\$4,000

The computers will be used by the Advocate and Case Manager.

TOTAL \$ 4,000

<u>Supply Items</u>	<u>Computation</u>	<u>Cost</u>
Office Supplies	(\$50/mo x 36 mo)	\$ 1,800
Postage	(\$20/mo x 36 mo)	\$ 720
Training Materials	(\$2/set x 500 sets)	\$ 1,000

TOTAL \$ 3,520

<u>Purpose</u>	<u>Description of Work</u>	<u>Cost</u>
		TOTAL _____ 0

<u>Name of Consultant</u>	<u>Service Provided</u>	<u>Computation</u>	<u>Cost</u>
		Subtotal \$	0

<u>Item</u>	<u>Location</u>	<u>Computation</u>	<u>Cost</u>
			Subtotal \$ 0

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost, Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

<u>Item</u>	<u>Cost</u>
Licensed psychologist, specializing in domestic violence and child abuse cases, will provide case consultation to center staff on a bi-weekly basis.	
\$50 per hour x 3hrs per week x 104 weeks	\$15,600
A local child care provider will provide child care at a reduced rate.	
\$3.00 per hour x 1745 hours	5,235
	Subtotal \$ <u>20,835</u>
	TOTAL \$ <u>20,835</u>

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
Transportation	(\$5.50 (average bus fare) x 48 fares per month)	\$9,504
Monthly client transportation cost for job training program. This cost can vary depending on the number of clients and type of transportation (bus, taxi, etc).		
Telephone	(\$100/mo. x 36)	\$3,600
Printing/Reproduction	(\$ 75/mo. x 36)	\$2,700
Monthly telephone and printing costs for case manager and advocate.		
	TOTAL	\$ <u>15,804</u>

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories.

<u>Description</u>	<u>Computation</u>	<u>Cost</u>
	TOTAL	<u>0</u>

Budget Summary - When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

<u>Budget Category</u>	<u>Amount</u>
A. Personnel	\$ <u>102,500</u>
B. Fringe Benefits	\$ <u>28,341</u>
C. Travel	\$ <u>0</u>
D. Equipment	\$ <u>4,000</u>
E. Supplies	\$ <u>3,520</u>
F. Construction	\$ <u>0</u>
G. Consultants/Contracts	\$ <u>20,835</u>
H. Other	\$ <u>15,804</u>
Total Direct Costs	\$ <u>175,000</u>
I. Indirect Costs	\$ <u>0</u>
TOTAL PROJECT COSTS	\$ <u>175,000</u>
Federal Request	\$ <u>175,000</u>
Non-Federal Amount	\$ <u>NA</u>

Appendix C

Sample Certification of Nonsupplanting

SAMPLE

[Applicant Letterhead]

[date]

**Diane Stuart
Director
Office on Violence Against Women
810 7th Street, NW
Washington, DC 20531**

Dear Ms. Stuart:

[Applicant] certifies that any funds awarded through the Transitional Housing Assistance Grant Program will be used to supplement existing funds for program activities and will not replace (supplant) non-federal funds that have been appropriated for the purpose of providing assistance to victims of domestic violence. The [name of applicant] understands that supplanting violations can result in a range of penalties, including suspension of future funds under this program, suspension or debarment from federal grants, recoupment of monies provided under this grant, and civil and/or criminal penalties.

Sincerely,

[Applicant's Authorizing Official]

APPENDIX D

Sample Memorandum in Support of Exemption

SAMPLE

[Applicant Letterhead]

Memorandum in Support of Request for Exemption

The (applicant) is a domestic violence/sexual assault victim services program that is applying for a Transitional Housing Assistance Grant; and

The applicant has operated in the community for _____ years and provides the following services for victims _____

_____;

The applicant's accomplishments in the community are: _____

_____;

The applicant collaborates formally and/or informally with the following organizations in the following manner: _____

_____;

Letters of Support from the organizations listed above are attached hereto;

The applicant proposes to provide on-site transitional housing for victims of domestic violence and their children and/or support services in the following manner:

_____;

Applicant's other noteworthy accomplishments and/or special expertise

_____;

Based on the foregoing, the applicant respectfully requests exemption from the collaboration requirement of this grant program.

Name, Title

Date: February 10, 2005

cc: Agencies and Interested Parties

Please FAX to 202-354-4117 and 202-354-4147. On each page of the faxed document, please include your GMS application number on each page of the document.

APPENDIX E

Step-by-Step Guide to OJP's Grants Management System

The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.590, titled Grants to Encourage Arrest Policies and Enforcement of Protection Order Program."

OJP requires that funding applications be submitted through the OJP Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Attachments submitted via GMS must be in one of the following formats: Microsoft Word document (.doc), PDF file (.pdf), or text documents (.txt).

Applicants should use all criteria and guidelines found in this program solicitation to help them prepare their grant application. Applications must be submitted to OJP electronically through GMS no later than 5:30 p.m. ET on February 17, 2005. However, to allow adequate time to register on the online system, applicants must register for this solicitation (see Step 2 below) by February 10, 2005. Applicants who experience difficulties at any point in this process should call the GMS Help Desk at 1-888-549-9901 option # 3.

Step 1: Signing On

Applicants who already have a GMS user ID and password should select "GMS Sign-In." Even applicants who already have a user ID will not be considered registered for the solicitation until they have signed on to GMS and selected the appropriate solicitation. To do so, proceed to step 2.

Applicants who do not have a GMS user ID and have verified that their organization has never submitted an application in the GMS should select "New User? Register Here." To verify whether or not a user ID has been assigned to your organization, please call the GMS helpdesk (1-888-549-9901 option # 3). After providing all the required information, click "Create Account" at the bottom of the page. Keep in mind that punctuation can not be used when providing the required information (only characters). Applicants should be sure to note their user ID and password, which are both case sensitive.

Beginning October 1, 2003, a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number must be included in every application for a new award or renewal of an award. An application will not be considered complete until a valid DUNS number is provided by the applicant.

Applicants can receive a DUNS number or take the steps necessary to obtain one as soon as possible. Applicants can receive a DUNS number at no cost by calling the dedicated toll-free DUNS number request line at 1-800-333-0505.

Step 2: Registering on GMS/Selecting the Program

After you have logged onto the system using your user ID and password, click on "Funding Opportunities."

Select the "Office on Violence Against Women" from the drop-down list and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in OVW.

From the list of OVW grants, find "Transitional Housing Assistance Grants Program" and click "Apply Online."

Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

Step 3: Completing the Overview Information

Once you have selected the solicitation, you have completed your registration. You can either complete the application or log off and continue this process at a later time. To verify that you have registered, click the “GMS home” button located on the left side towards the bottom of the page. This will take you to your homepage. You should now see a grey and yellow shaded box with an application number in it. The application number is verification of your registration.

To continue, select the type of application by choosing “Application Non-Construction” in the “Type of Submission” section.

Select “New” in the drop-down box for “Type of Application.”

If your state has a review and comment process under Executive Order 12372 (available online at <http://policy.fws.gov/library/rgeo12372.pdf>), then select either “Yes” and the date you made this application available under that review or “N/A” because this program has not been selected by your state for such a review. If your state does not have such a process, then select “No. Program Not Covered by E.O. 12372.”

Click “Save and Continue.”

Step 4: Completing the Applicant Information

Answer “Yes” or “No” to the question about whether or not your organization is delinquent on any federal debt.

The information you submitted during the registration process will appear on this page. Check this information for accuracy and relevance to your organization and make any needed changes.

Click “Save and Continue.”

Step 5: Completing the Project Information

Provide a title that is descriptive of your project.

List the geographic areas to be affected by the project.

Enter start and end dates for the project that fall within the parameters described in the solicitation guidelines (e.g., 24 months).

Select all of the congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.

Enter the amount of the grant for which your organization is applying on the federal line under the “Estimated Funding” section. When inputting this number, **do not** use commas. The system will not accept the information if commas are used.

Click “Save and Continue.”

Step 6: Uploading Attachments

You will be asked to upload three attachments to the online application system. Please note that files attached to applications submitted online in GMS must be in the following formats: Microsoft Word (.doc), PDF files (.pdf), or text documents (.txt). (See Application Content for detailed instructions about the information to include in each attachment.)

- Budget Detail Worksheet (Attachment #1).
- Program Narrative (Attachment #2).
- Other Program Attachments (Attachment #3).

To upload these documents, click “Attach.” A new window will open. To continue, click “Browse” and find the file on your computer or the network drive from which you wish to upload, then click on “Upload Your Document.” A window that says “File Upload Successful” should pop up. Next to the upload list, the notation should change to “Attachment OK.” Repeat these steps for all three uploads. Even if your application only has two attachments, you will need to upload a third attachment (e.g. a document saved as “blank attachment”) for GMS to accept your application.

Please note: Depending on the size of the attachment and/or your computer connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

If you encounter any difficulties uploading your file, click on “Tips for Successful Upload.” This document will explain the usual problems with uploading files and will help you through them.

Click “Save and Continue.”

Step 7: Completing the Assurances and Certifications

You will need to accept both the assurances document and the certifications document. To do so, click on the links marked “Assurances” and “Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.”

Read both documents. At the bottom of each one, click the “Accept” button.

When you have accepted both documents, enter the correct personal information for the person submitting the application.

Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurance and certifications.

Click “Save and Continue.”

Step 8: Reviewing the SF-424

By answering the questions contained in GMS, you have completed the Standard Form 424 and forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

If you need to make changes to any portion of the application, simply click that section along the left side of the screen and be sure to click “Save and Continue” after making any changes.

When you are sure that the information is accurate, click “Continue.”

Step 9: Submitting the Application

A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete” then click on the word and it will take you back to the section that needs to be completed. At the top of that screen, it will explain what is missing.

In addition, read below the list of components for any language telling you that your user ID has not been approved. Even if you have a complete application, you will be unable to submit it until OVW has approved your user ID. OVW will approve your user ID within 5 business days after you begin your application.

Documents that cannot be submitted electronically through GMS (e.g. MOU, and letter of non-supplanting) must be faxed to 202-307-3911. You must include your GMS application number and the Program title of the OVW program to which you are applying on all materials submitted by fax.

Note: If the applicant notifies OVW in advance of the deadline of its inability to submit an application electronically and demonstrates that it has made reasonable efforts to comply with the requirement to submit its application electronically, OVW may, at its discretion, allow submission of the application in a paper version via overnight express only. (General mail delivery is still delayed by heightened security screenings in the D.C. area.) The applicant must continue its efforts to submit an application electronically. An application approved for submission in hard copy/paper version will be accepted only if it is postmarked no later than the date of the application deadline and is sent to the address listed in the “How to Apply” section.